

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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August 3, 2005

TO: Each Supervisor

FROM: Bryce Yokomizo, Director

**SUBJECT: COMMUNITY ACTION BOARD CORRECTIVE ACTION PLAN**

In response to the Auditor-Controller's recommendations resulting from its investigation of the Community Action Board (CAB), attached is my first quarterly report on the progress of the Corrective Action Plan covering the period of April 1 through June 30, 2005. As you may recall, the Department of Public Social Services (DPSS) assumed responsibility for the CAB and Community Services Block Grant (CSBG) Program on April 1, 2005.

I fully expect these actions will resolve the findings and effectively bring the CAB operations into full compliance with all applicable laws and regulations pertaining to the CSBG program. If you have any comments or questions, please feel free to contact me.

BY:mk

Attachment

c: David E. Janssen, Chief Administrative Officer  
Cynthia D. Banks, Interim Director, CSS  
Raymond G. Fortner, County Counsel  
Violet Varona-Lukens, Executive Officer, Board of Supervisors  
J. Tyler McCauley, Auditor-Controller

**COMMUNITY ACTION BOARD  
CORRECTIVE ACTION PLAN**

<b>Auditor-Controller Recommendation</b>	<b>Corrective Action</b>	<b>Original Target Completion Date</b>	<b>Revised Target Completion Date (if applicable)</b>	<b>Comments</b>
1. Develop an MOU between the CAB and the County of Los Angeles to establish standards, policies and procedures for operating. These should include such matters as Board Approval of membership, operating and reporting standards.	A Memorandum of Understanding (MOU) between the CAB and the County of Los Angeles that clearly defines the roles and the responsibilities of each entity will be drafted.	6/30/2005	12/30/05	<u>In progress.</u>
2. Rotate the chairmanship of the CAB annually.	The CAB will amend by-laws to rotate the CAB Chairmanship on an annual basis between all sectors: public, private and poverty representatives.	5/31/2005		<u>Completed.</u> Nominations took place at the May 19 <sup>th</sup> CAB Meeting and new officers were elected at the June 16 <sup>th</sup> Meeting.
3. Narrow CAB membership.	There will be a review of the recruitment and selection process to narrow membership to individuals that have adequate knowledge and time to focus on the duties and responsibilities of the CAB.	6/30/2005	11/30/05	<u>In progress.</u> DPSS staff is working with the Auditor-Controller to clarify the purpose and how to proceed to narrow the CAB membership.
4. Develop a policy and procedures manual.	Development of a policy and procedures manual that clearly defines all aspects of the operation of the CAB and its relationship to the Board of Supervisors has begun.	12/30/2005		<u>In progress.</u>
5. Provide CAB members and staff comprehensive training on the Brown Act.	The Executive Director of the Community Action Agency contacted County Counsel to arrange for comprehensive training on the Brown Act for all CAB members and staff responsible for working with the CAB.	7/30/2005		<u>Completed.</u> County Counsel trained the CAB and staff on May 19, 2005.
6. Provide CAB support staff with comprehensive training on contracting.	CAB support staff to receive comprehensive training on all facets of contracting, including State/County regulations, policies, and procedures.	7/30/2005		<u>Completed.</u> Staff received 40 hours of Grants Management training on March 16, 30, April 13, 27 and May 11, 2005.

<b>Auditor-Controller Recommendation</b>	<b>Corrective Action</b>	<b>Original Target Completion Date</b>	<b>Revised Target Completion Date (if applicable)</b>	<b>Comments</b>
7. Increase the CAB Executive Director's monitoring of CAB member terms of office.	The Executive Director of the CAB has been working with the Board of Supervisors Executive Office staff to establish correct CAB membership terms, Conflict-of-Interest information and other pertinent data to be incorporated into a computerized monitoring system to track the terms of all CAB members. Prior to term expiration, appropriate appointing authorities will be notified.	4/30/2005		<u>Completed.</u> CAB terms of membership updated with the Executive Office of the Board of Supervisors. Established an electronic calendar to internally monitor term expiration and notify the CAB 90 days prior to expiration.
8. Establish budget controls and accounting protocols for all CAB operations.	The Executive Director of the Community Action Agency will work with DPSS budget staff to establish budget controls and accounting protocols for CAB operations.	6/30/2005	8/30/2005	<u>In progress.</u> FMD is on schedule for release by 8/30/2005.
9. Establish policies to ensure the proper use of interest income.	Work with the State Department of Community Services and Development to ensure compliance with County, State and Federal regulations pertaining to CSBG interest income and establish a monitoring procedure.	8/30/2005		<u>In progress.</u> FMD is on schedule for release by 8/30/2005.
10. Request assistance from County Counsel to ensure CAB meetings follow legal requirements and other legal issues.	In addition to the comprehensive training on the Brown Act mentioned above, County Counsel has been requested to participate at CAB meetings to ensure compliance with Brown Act requirements and to resolve contracting issues.	3/17/2005		<u>Completed.</u> County Counsel is attending CAB meetings to ensure Brown Act compliance.